

COMPLETED SAMPLE

Attachment G

CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION **AFFIDAVIT**

This document must be completed correctly and included with the bid or offer. If the bidder or offeror fails to complete this form correctly and submit this form with the bid or offer as required the Procurement Officer shall deem the bid to be non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

In conjunction with the bid or offer submitted in response to Agency Control No. DHR/ABC-10-001-S, I affirm the following:

1. I acknowledge the overall certified Minority Business Enterprise (MBE) participation goal of **25%** and, if specified in the solicitation, sub goals of **15%** for MBEs classified as African American-owned and **10%** for MBEs classified as women-owned. I have made a good faith effort to achieve this goal.

OR

After having made a good faith effort to achieve the MBE participation goal, I conclude I am unable to achieve it. Instead, I intend to achieve MBE participation of **N/A%** and request a waiver of the remainder of the goal. Within 10 business days of receiving notice that our firm is the apparent low bidder or the apparent awardee (competitive sealed proposal), I will submit a written waiver request that complies with COMAR 21.11.03.11. I acknowledge that the MBE subcontractors/suppliers listed in the MBE Participation Schedule will be used to accomplish the percentage of MBE participation that I intend to achieve.

2. I have identified the specific commitment of certified MBEs by completing and submitting an MBE Participation Schedule with the bid or proposal.
3. I understand that if I am notified that I am the apparent awardee, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.
 - (a) Outreach Efforts Compliance Statement (**Attachment I**)
 - (b) Subcontractor Project Participation Statement (**Attachment J**)
 - (c) MBE Waiver Request per COMAR 21.11.03.11 (if applicable)
 - (d) Any other documentation required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

I acknowledge that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

4. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

ABE Company

Bidder/Offeror Name

1234 Mayberry Street
Baltimore, Maryland 21201
Address

Abe Brown

Signature of Affiant

Abe Brown, CEO
Printed Name, Title

April 1, 2009
Date

SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL